

STAT
STAT

1. *Attended By* 6 *Attended By* STAT

2. Approved For Release 2005/08/24 : CIA-RDP70-00211R000300040013-9

3. FILED: *Meeting*

4. RETURN TO

5. RECORDS MANAGEMENT DIVISION

OUTLINE OF ITEMS TO BE DISCUSSED AT THE RECORDS MANAGEMENT
STAFF MEETING, 4 August 1955.....

1. Reasons for Meeting —
2. Proposed reorganization
 - a. Status
 - b. Principal Changes
 - c. Changes in Personnel Assignment

Leaves
a. Relationship then Branch Chief
b. SIGNIFICANCE OF CHANGES
c. PREVIOUS MEETING - 1953-

STAT

ILLEGIB

3. Notification of Changes throughout Agency. — *ARO's & others.*
4. Records Disposition Branch

- a.
- b. Records Center and consideration of present staff for vacancies
- c. Recruitment

5. Regulations and Handbooks
6. Space
7. New building -- collaboration with Office of Logistics in planning for space in new building.
8. Records Center -- visits of analysts and others
9. Services to Records Center -- telephone calls and written requests.
10. Rotation of assignments

- a. Within Management Staff
- b. Throughout Agency
- c. Use of

11. Reorganization of Basic Intelligence Division -- effective 1 August -- to report directly to the DD/I.
12. DD/I Records Management Program
 - a. Progress to date
 - b. Work to be done -- forms, reports, correspondence and remaining schedules.

13. Status of the Records Management Program in the DD/P area.

- a. Meetings with
- b.
- c. Future plans

Approved For Release 2005/08/24 : CIA-RDP70-00211R000300040013-9

STAT

14. Space in Commo and Cable Secretariat
15. Conduct and relationship of staff members to the job to be done.
16. Circulation of Records Management materials -- informational and regulatory. - *9. OFFICE Mgt. AUG. 1955-*
17. Leave reporting, etc. *Paperwork Mgt. in NY City*
18. Stenographic and typing situation. *6. Personnel Reorganization*
- C. Personnel Newsletter -*

19. General Status of R.Mgt. Program -

- a. CORR.*
- b. Rpts*
- c. FORMS*
- d. Disp.*

20. Commendations

- ASAC*
- GOV.*
- Rita -*